



Human Resources

DATE POSTED: May 05, 2006

REQ. # 06-121

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **05-05-2006** TO **05-11-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
HUMAN RESOURCES

POSITION AVAILABLE
HUMAN RESOURCES TECHNICIAN

OF OPENINGS
1

STARTING SALARY
\$11.08 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 615
PAY GRADE: 11
SALARY: \$11.08 - \$17.37
HUMAN RESOURCES TECHNICIAN

MAJOR FUNCTION: Responsible technical and clerical work in the administrative support of day-to-day Human Resources operations.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of business English, punctuation, mathematics and spelling; knowledge of modern office practices and procedures; knowledge of departmental operations and procedures; knowledge of various computer software programs.

Abilities: Ability to learn the policies, procedures and functions of governmental personnel work; ability to maintain files and keep accurate records; ability to pay attention to detail; ability to maintain confidentiality; ability to work well with others and assist the public cooperatively and courteously; ability to express oneself clearly in verbal and written form; ability to make minor decisions in accordance with departmental policy.

ESSENTIAL JOB FUNCTION: Conducts first-line applicant screening, reviewing all applicants for employment. Performs technical operations unique to the department. Prepares and maintains various employee rosters, records and reports. Performs research of records and other data and prepares reports. Prepares and processes job announcements. Researches and responds to questions from employees and managers regarding Human Resources programs, policies and procedures. Maintain and update complete library of job descriptions. Maintains an up-to-date and accurate file of probationary and annual evaluation dates of all applicable employees. Compiles and distributes notifications of upcoming evaluations on a monthly basis. Assists with various departmental functions to ensure the productivity and efficiency of work performed. Assists in performing research, procedural and administrative studies, and other special projects as assigned regarding personnel issues. Orders office supplies. Works with I.T. department to update Intranet and Internet for Human Resources. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Vision must be good enough to enable the reading of instructions either hand written or computer generated. Occasional walking and standing. Must have good command of English language and be able to hear normal telephone conversations.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: High school diploma or possession of an acceptable equivalency diploma with courses in typing and/or shorthand, speed writing or stenography and other commercial subjects.

EXPERIENCE: One (1) year clerical work experience. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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